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## CENTRAL INTELLIGENCE AGENCY

## OFFICE OF THE DIRECTOR

10 August 1982

NOTE FOR: Craig L. Fuller  
Assistant to the President  
for Cabinet Affairs

FROM :   
Executive Secretary

SUBJECT : Briefings for New  
Presidential Appointees

Per your request of 9 August  
1982, subject as above, the attached  
response is forwarded.

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### Briefings for New Presidential Appointees

1. Name of Department *Central Intelligence Agency in which only the positions of Director of Central Intelligence (DCI) and Deputy Director of Central Intelligence (DDCI) are filled by Presidential appointment.*
2. Is there a departmental briefing? If so, what does it cover?

*Briefings are conducted by CIA Deputy Directors and office chiefs as well as by other departments/agencies within the Intelligence Community (IC). Visits to facilities within the United States and overseas are accomplished as soon as practicable. The extent and content of these briefings/visits are a direct function of the appointee's experience within the IC and his desires, e.g., for an individual appointed from outside the government they may be extensive; for those appointed from within the CIA they can be very few.*

3. If some or all of the briefing is left to the offices in which the appointee will work, is there some written guidance for those components to follow? If so, what does it suggest be covered?

*No standard written guidance exists. Briefings are constructed to accommodate the specific needs and desires of the appointee and recognize currently existing organizations, projects and the world situation.*

4. Is some specific departmental official or office responsible for helping new appointees get started on the job?

*No. However, CIA would be happy to participate in briefings of new Presidential appointees in other departments which have international interests, who use CIA's product. Such briefings in essence would describe how CIA's intelligence might be useful to the new appointee.*

5. To whom could my office talk for more information?

*Executive Secretary, Central Intelligence Agency.*

6. Other relevant information